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Sent: Wednesday, January 7, 2004 5:05 PM
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Subject: Drug lab QA/QC Meeting

Drug laboratory QA/QC Meeting, 1-7-04

Present: Margaret DiNatale, Nancy Tisei, Sonja Farak, and Peter Piro
Minutes prepared by P.Piro

- 1) Balance QC was checked and signed off by Margaret DiNatale.
- 2) GC/MS tunes were checked and signed off by Margaret DiNatale.
- 3) I.R. quality control was reviewed and signed off by Margaret DiNatale.
- 4) UV/VIS quality control was checked and signed off by Nancy Tisei.
- 5) The reagent log book was checked and signed off by Margaret DiNatale.
- 6) Margaret will ask about the status of the remaining two inoperable hoods in the Drug Lab at the next facility meeting.
- 7) For the upcoming year, various topics were discussed for the QA study project.